



An Roinn Sláinte
Department of Health

Welcome

First Meeting of Steering Group to assist Department of Health in its development of a national policy in the health sector

13 February 2019

Membership



Dr Kathleen Mac Lellan (Chair)

Mr Niall Redmond

ROTATING

Dr Colette Bonner

Mr Tim Hanly

Mr James Gorman

Mr JP Nolan

Ms Margaret Brennan

Ms Cornelia Stuart

Mr Pat Benson

(not yet confirmed)

D/ Chief Superintendent Declan Daly

Mr Ian Kelleher

Ms Ginny Hanrahan

Ms Rosemary Smyth

Ms Mary Dunnion

Ms Gráinne Morrissey

Department of Health

Department of Health (Health sector adult safeguarding policy)

Department of Health (Cross-divisional AS Policy Support Group)

Department of Health (Office of the Chief Medical Officer / NPSO)

HSE (National Safeguarding Office)

HSE (Patients' Private Property Accounts Central Unit)

HSE (Quality & Patient Safety - Community Healthcare)

HSE (Quality & Patient Safety – Acute Operations)

HSE (Quality Assurance & Verification)

Public interest representative

Public interest representative

An Garda Síochána

Department of Justice and Equality

Health & Social Care Regulatory Forum

Mental Health Commission

Health Information & Quality Authority

Department of Children & Youth Affairs

Terms of Reference and engagement



Purpose

The purpose of the group is to assist and advise the Department of Health in its development of a national adult safeguarding policy for the health sector in order to give effect to the Government's Decision of 12 December 2017.

Based on the Government Decision, the scope of this policy extends to the entire health sector (public, private and voluntary) and collaboration/interfaces between the health sector and other relevant sectors and agencies. Sectoral and cross sectoral issues not involving the health sector are outside the scope of this policy.

Responsibility for the drafting of this policy and its submission to Government rests with the Department of Health, taking account of the Steering Group's advice. Services for Older People Unit, Department of Health will provide the Secretariat to the Group.

Terms of Reference

To advise, assist and provide input to the Department in its development of a health sector National Safeguarding Policy.

To assist the Department to undertake a robust consultation process to inform the development of the policy. This process will include, as appropriate, service user focus groups, stakeholder engagement and public consultation.

To advise on the commissioning of a systematic evidence review of policies and legislation on adult safeguarding internationally, with a particular focus on implementation enablers, barriers and costs associated with health and social care sectors. The evidence review will include critical evaluation of the demonstrated effectiveness and impact of alternative international models for safeguarding vulnerable/at-risk adults from various forms of abuse.

To facilitate national and/or international expert input to inform the work of the Group.

To support the commissioning of an options appraisal of the benefits of alternative models for safeguarding vulnerable/at-risk adults from various forms of abuse.

To assist with the development of an implementation plan.

Terms of Engagement/Operational Arrangements

Steering Group members are expected to participate within the Group in accordance with the Conflicts of Interest Policy.

Draft policy, content presented and circulated at and for meetings, and discussions at meetings etc. should be treated as confidential and not circulated beyond the group membership except as agreed with the chair.

The Department aims to circulate a draft policy for public consultation by circa Q4-2019 and thereafter discuss the findings with the Steering group. Following this, the work of the steering group will conclude.

Terms of reference & engagement and Operational arrangements may be altered by the Chair if deemed appropriate.

The Chair will decide the schedule of meetings in consultation with the group. It is anticipated that:

- The group will meet approximately once per [4-6] weeks (this schedule may be subject to change)
- [7-8] meetings will take place, but this number may be more or less – attendance for at least [6] of the [8] meetings is expected for members of the Group.

The Chair will convene a meeting at the mid-way point to take stock of progress to date and agree on any appropriate adjustments to the project based on findings and progress up to that point.

The Chair will convene a meeting or meetings dedicated specifically to the consideration of the findings of stakeholder and / or public consultation exercises

Meetings will generally be structured on a thematic (or modular) basis, with each meeting structured around a specific theme which the group will advise on and discuss.

Meetings will generally be held at the Department of Health's headquarters (Miesian Plaza).

The Chair will decide on the agenda for each meeting [in consultation with the Steering Group].

Services for Older People Unit, Department of Health, will provide the Secretariat to the group. Conor Foy shall act as Secretary to the Group.

The Secretary will arrange for circulation of relevant documentation, records of meetings, and communications with regard to the convening of meetings.

Meetings will be documented by the Secretary, including actions to be taken, main points discussed, minutes etc.

Draft minutes will be circulated to Group members following each meeting and approved subject to any appropriate amendments at each subsequent meeting [approved minutes will generally be published on the Department's website subject to limited redaction if required e.g. to protect the integrity of the deliberative process and/or other matters falling under the Freedom of Information Act (FOI)].

A summary of agreed action points will be circulated to members as soon as possible following each meeting.

Meeting documentation will generally be circulated to participants at least 5 working days in advance of each meeting and will include:

- An agenda
- Minutes of the previous meeting including agreed action points
- Other relevant documentation

The Chair may invite third parties to participate in meetings to provide expert input and advice. The Chair may ask such persons to prepare discussion documents as appropriate

Conflicts of Interest Policy



HEALTH SECTOR
ADULT SAFEGUARDING POLICY
STEERING GROUP



An Roinn Sláinte
Department of Health

Steering Group on Health Sector Adult Safeguarding Policy

Conflicts of Interest Policy

Version History

Date	Version	Details
Dec 2018	1	New

Declarations of Interest Forms



STEERING GROUP ON HEALTH SECTOR ADULT SAFEGUARDING POLICY – DECLARATIONS OF INTEREST FORM

Declarations of Interest Form	
Indicate why you are making this declaration: <i>Mark with an 'X' as appropriate or add if 'Other' is selected</i>	
<input type="checkbox"/> Steering Group on appointment/annual declaration	<input type="checkbox"/> Steering Group subgroup on appointment/annual declaration
<input type="checkbox"/> Steering Group subgroup on appointment/annual declaration	<input type="checkbox"/> Research contractor on appointment/annual declaration
<input type="checkbox"/> Department of Health / Services for Older People (SOP) Unit safeguarding policy team on appointment/annual declaration	<input type="checkbox"/> Research contractor on appointment/annual declaration
<input type="checkbox"/> Commissioned consultant on appointment / annual declaration	<input type="checkbox"/> Other:
Name of the policy issue/commissioned research or consultancy (when applicable):	
Interests to be declared	
<p><i>By signing this declaration form I consent to the SOP Unit holding and processing my data for the purpose of managing conflicts of interests. I understand that this declaration will be made available in summary on the published guideline/audit (as applicable) and made available on the Department of Health's website. Furthermore, I understand that this form may be released under a Freedom of Information (2014) request. I am aware that failure to make a full disclosure may result in withdrawal of my membership.</i></p>	
Registration number:	Print Name: BLOCK LETTERS
Signature:	Date:
For reference person use only (Chair or other):	
Noted by	Print Name: BLOCK LETTERS
Signature:	Date:
Action taken: <i>refer to possible control/actions in policy</i>	

NCEC declarations of interest form-V2 (June 2016)

STEERING GROUP ON HEALTH SECTOR ADULT SAFEGUARDING POLICY – DECLARATIONS OF INTEREST FORM

Guidance to persons completing the Steering Group declarations of interest form						
<ol style="list-style-type: none"> You must first read and be familiar with the content of the current version of the Steering Group policy Conflicts of Interest (v1) accompanying (and available on website or on request) before you complete and sign this declaration form. You are asked to familiarise yourself in particular with the <i>Types of interest</i> section of the policy and note that examples are given in Table 1. If the need arises you may seek guidance from the <i>reference person</i> identified in Table 3 of policy. In summary, a conflict of interest is any interest that could potentially influence or be perceived to influence the content, including the endorsement of National Clinical Guidelines or National Clinical Audit and any interest that could result in bias in the other work or decision making processes. You must consider and declare all financial, intellectual, academic/clinical and competing interests. If in doubt, please declare all interests. The time period for declaring relevant interests is 12 months before joining the Steering Group or other group of the Steering Group and for the duration of your membership of the committee/group /panel or other group acting on behalf of the Steering Group. At the start of a meeting at designated time intervals (e.g. annually), the Chair will undertake a review of completed declaration of interest forms and will co-sign them, noting the conflict/potential conflict and decide on the appropriate action to be taken if required. The Services for Older People Unit (SOP Unit) in the Department of Health will act in compliance with the General Data Protection Regulation 2016/679 (GDPR) and the Data Protections Acts 1988 to 2018. <p>The Steering Group intends to publish a Register of interests on the Department of Health's website in due course (work in progress).</p> <p>Making a declaration using the form</p> <ol style="list-style-type: none"> You may save this form to your desktop and complete on screen before printing, signing and returning by email, by post or in person at a meeting. Alternatively you can complete by hand. If you have no conflicts to declare you should return a 'Nil' signed form. In addition to completing the Steering Group's forms at defined intervals (see Table 2 of policy) responsibility lies with you to renew a declaration if/when interests change or a specific conflict emerges unexpectedly. This will be facilitated by the Chair who at the start of every meeting will invite members to review the agenda and assess the risk of any emergent conflict of interest. If you have any concerns you must make a verbal declaration. The minutes of the meeting will reflect this occurrence and you will be asked to complete a new declaration form. 						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">SOP Unit Official use only</th> </tr> </thead> <tbody> <tr> <td>Register entry date</td> <td></td> </tr> <tr> <td>Batch No:</td> <td></td> </tr> </tbody> </table>	SOP Unit Official use only		Register entry date		Batch No:	
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